

# **SUPERVISOR TRAINING SERIES**

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## **HOW TO ACCOUNT FOR EMPLOYEES DURING AN EVENT**

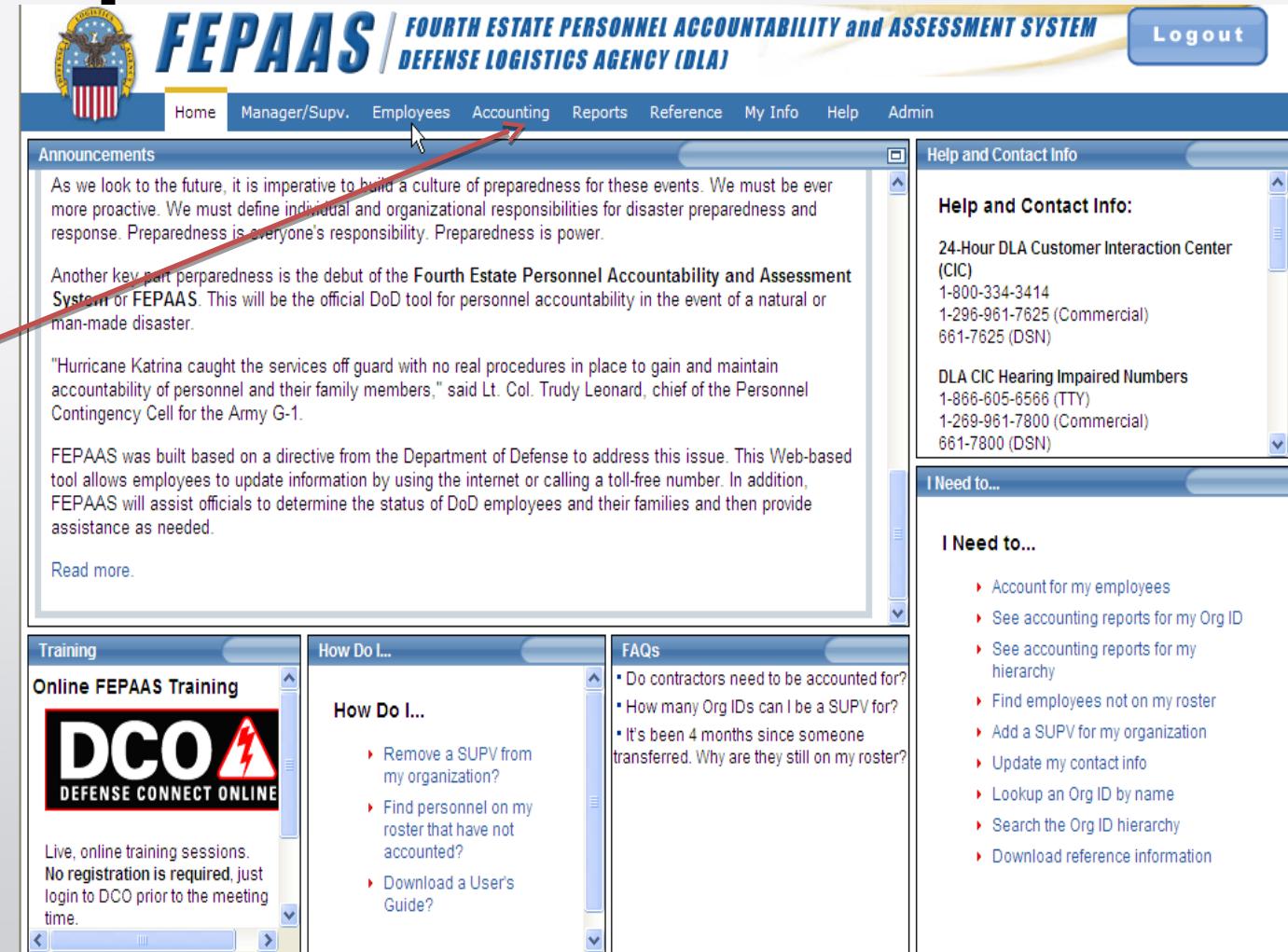
# Purpose

- An event is an emergency that requires a full accounting of employees in the defined area. It can also be a test event as declared by DLA management.
- In either case, employees will be notified to account for themselves and supervisors are responsible for ensuring their employees are accounted for.
- A supervisor's role during an event is to monitor the accounting status of his/her employees, and account in FEPAAS for those who contact the supervisor directly instead of accounting for themselves in FEPAAS.

This instruction will show you how to account for employees inFEPAAS and monitor the accounting status of your organization. **You will need CAC access to perform these functions.**

# FEPAAS Main Page: <https://fepaas.whs.mil>

Once  
logged in,  
click on  
the  
'Accountin  
g' tab



The screenshot shows the FEPAAS main page with a blue header bar. On the right side of the header is a 'Logout' button. Below the header is a logo featuring an eagle and shield, followed by the text 'FEPAAS | FOURTH ESTATE PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM DEFENSE LOGISTICS AGENCY (DLA)'. The main menu below the header includes 'Home', 'Manager/Supv.', 'Employees', 'Accounting' (which has a red arrow pointing to it), 'Reports', 'Reference', 'My Info', 'Help', and 'Admin'. The 'Accounting' menu item is highlighted with a yellow background.

**Announcements**

As we look to the future, it is imperative to build a culture of preparedness for these events. We must be ever more proactive. We must define individual and organizational responsibilities for disaster preparedness and response. Preparedness is everyone's responsibility. Preparedness is power.

Another key part of preparedness is the debut of the Fourth Estate Personnel Accountability and Assessment System or FEPAAS. This will be the official DoD tool for personnel accountability in the event of a natural or man-made disaster.

"Hurricane Katrina caught the services off guard with no real procedures in place to gain and maintain accountability of personnel and their family members," said Lt. Col. Trudy Leonard, chief of the Personnel Contingency Cell for the Army G-1.

FEPAAS was built based on a directive from the Department of Defense to address this issue. This Web-based tool allows employees to update information by using the internet or calling a toll-free number. In addition, FEPAAS will assist officials to determine the status of DoD employees and their families and then provide assistance as needed.

[Read more.](#)

**Training**

**Online FEPAAS Training**

**DCO** DEFENSE CONNECT ONLINE

Live, online training sessions. No registration is required, just login to DCO prior to the meeting time.

**How Do I...**

**How Do I...**

- ▶ Remove a SUPV from my organization?
- ▶ Find personnel on my roster that have not accounted?
- ▶ Download a User's Guide?

**FAQs**

- Do contractors need to be accounted for?
- How many Org IDs can I be a SUPV for?
- It's been 4 months since someone transferred. Why are they still on my roster?

**Help and Contact Info**

**Help and Contact Info:**

24-Hour DLA Customer Interaction Center (CIC)  
1-800-334-3414  
1-296-981-7825 (Commercial)  
661-7825 (DSN)

DLA CIC Hearing Impaired Numbers  
1-866-605-6566 (TTY)  
1-269-981-7800 (Commercial)  
661-7800 (DSN)

**I Need to...**

**I Need to...**

- ▶ Account for my employees
- ▶ See accounting reports for my Org ID
- ▶ See accounting reports for my hierarchy
- ▶ Find employees not on my roster
- ▶ Add a SUPV for my organization
- ▶ Update my contact info
- ▶ Lookup an Org ID by name
- ▶ Search the Org ID hierarchy
- ▶ Download reference information

# Accounting Menu Screen

The screenshot shows the FEPAAS (Fourth Estate Personnel Accountability and Assessment System) interface. At the top, the title bar reads "Fourth Estate Personnel Accountability and Assessment System(FEPAAS) - Windows Internet Explorer provided by Defense Logistics". Below the title bar is a toolbar with various icons and a menu bar with File, Edit, View, Favorites, Tools, Help, Snagit, Convert, Select, Live Search, Favorites, DLA Human Resources, Google, Army Job Aids and Index, DLA Columbus Today - DLA ..., DLA eWorkplace, DLA Home Use Program Info..., DoD Antivirus site, DoD Webex version, Page, Safety, Tools, and Help.

The main header features the FEPAAS logo and the text "FOURTH ESTATE PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM DEFENSE LOGISTICS AGENCY (DLA)". On the right side of the header is a "Logout" button. Below the header is a navigation menu with links to Home, Manager/Supv., Employees, Accounting (which is highlighted in yellow), Reports, Reference, My Info, Help, and Admin.

The central content area is titled "Accounting Summary". It contains a dropdown menu labeled "Event:" with a red arrow pointing to it. To the right of the dropdown are two buttons: "View only my SUPV Org IDs" and "View all my Org IDs & Subordinate Org IDs". Further to the right is a button labeled "Go straight to Accounting" with a red arrow pointing to it. Below these buttons are two sections of links:

- View the Accounting Summary Report for only Org IDs you are a SUPV for:**
  - Download rosters.
  - View Org ID reports.
  - Acknowledge need to Account.
  - Link to Accounting.
- View the Accounting Summary Report for all Org IDs in your hierarchy:**
  - Download rosters.
  - View Org ID reports.
  - Acknowledge need to Account.
  - Link to Accounting.

At the bottom of the page, the status bar shows "Trusted sites" and the date and time "100% 1:55 PM".

**First, select the event name, and then 'Go Straight to Accounting'**

# Accounting for Employees: List of Employees

Click on 'Find'. You may wish to enter selection criteria.

The screenshot shows the FEPAAS (Fourth Estate Personnel Accountability and Assessment System) software running in a Windows Internet Explorer browser. The main title bar reads "Fourth Estate Personnel Accountability and Assessment System(FEPAAS) - Windows Internet Explorer provided by Defense Logistics". The page header includes the FEPAAS logo, the text "FOURTH ESTATE PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM", and "DEFENSE LOGISTICS AGENCY (DLA)". The menu bar has links for Home, Manager/Supv., Employees, Accounting (which is selected), Reports, Reference, My Info, Help, and Admin. Below the menu is a search/filter section with fields for Event (set to "DLA Test Event"), Last Name (starts with), First Name (starts with), Full SSN, Designation Type (set to "Any"), Org ID (set to "J8H9DS"), Accounting Status (set to "Any"), and Population (set to "All"). There is also a "Org ID Summary" table showing "Total Affected: 23", "# Accounted: 15", and "# Unaccounted: 8". The main content area is titled "Accounting for Fourth Estate Employees" and displays a grid of employee records. Each record includes columns for Name, Added to Event (Moseover for reason), Org ID, Clear button, Current Location, Displaced Location, Accounting Options (radio buttons for Transferred, On Leave, or Deployed/TDY/IA), Notes, and Last Accounted By (showing "Storms, Jim' J8H9DS ) 2011-02-10 11:57 PST"). A red arrow points from the text "Click on 'Find'" to the "Find" button in the search/filter section. Another red arrow points from the text "You may wish to enter selection criteria." to the "Population" dropdown menu in the search/filter section. At the bottom of the grid, it says "Total Records Shown: 23". The status bar at the bottom of the browser window shows various open tabs and the time "2:58 PM".

A list of names will appear. **Only employees in the event population will be displayed.**

# Accounting for Employees: Accounting Options

Click on  
'Current  
Location' if  
the  
employee  
is  
accounted  
for at their  
residence  
or worksite

The screenshot shows the FEPAAAS interface for accounting employees. The main title bar reads "Fourth Estate Personnel Accountability and Assessment System (FEPAAAS) - Windows Internet Explorer provided by Defense Logistics". The navigation menu includes Home, Manager/Supv., Employees, Accounting (which is selected), Reports, Reference, My Info, Help, and Admin. Below the menu, there's a search bar with fields for Event, Last Name (starts with), First Name (starts with), Full SSN, Designation Type, Org ID, Accounting Status, and Population. To the right, an "Org ID Summary" table shows totals: Total Affected 23, # Accounted 15, # Unaccounted 8. The main content area is titled "Accounting for Fourth Estate Employees" and displays a list of employees with columns for Name, Added to (Org ID), Current Location (radio buttons for Current Location and Displaced Location), and Other Accounting Options (dropdown menus for Transferred, On Leave, Deployed/TDY/IA, or On Leave). A red arrow points to the "Current Location" radio button in the first row. Another red arrow points to the "Displaced Location" radio button in the second row. At the bottom of the list, there are "Save Page" and "Reset Page" buttons, along with a "Page 1 of 1" indicator and an "Export to Excel" link.

Click on 'Displaced Location' if the employee has moved to an alternate site during the event.

# Accounting for Employees: Saving Your Entry

When you have completed your entries, select 'Save Page'.

The screenshot shows the FEPAAS (Fourth Estate Personnel Accountability and Assessment System) interface. The main title bar reads "FEPAAS / FOURTH ESTATE PERSONNEL ACCOUNTABILITY AND ASSESSMENT SYSTEM DEFENSE LOGISTICS AGENCY (DLA)". The menu bar includes Home, Manager/Supv., Employees, Accounting (which is selected), Reports, Reference, My Info, Help, and Admin. Below the menu is a search/filter section with fields for Event (set to "DLA Test Event"), Last Name (starts with), First Name (starts with), Full SSN, Designation Type (Any), Org ID (J8H9DS), Accounting Status (Any), and Population (All). A summary block on the right shows "Org ID Summary: J8H9DS" with counts: Total Affected: 23, # Accounted: 15, # Unaccounted: 8. The main content area displays a table of employees with columns for Name, Added to Event (Mouse-over for reason), Org ID, Current Location, Displaced Location, Accounted For At (radio buttons for Transferred, On Leave, Deployed/TDY/IA), Other Accounting Options (e.g. Deceased, Not Accounted For, Not Present in GACI, etc.), Notes, and Last Accounted By. Red arrows point from the text instructions to the "Save Page" button in the top right of the search/filter section and to the "Last Accounted By" column headers in the table. The bottom of the screen shows the Windows taskbar with various open applications like Microsoft Office and Internet Explorer.

You will see the 'Last Accounted By' column filled in for each employee. Also notice the accounting summary block at the top of the page.

# Accounting for Employees: Page Features

The definitions for accounting status can be found.

You can view employee contact information by clicking on a name.

The screenshot shows the FEPAAS interface for managing employee accounting status. At the top, there's a navigation bar with links for Home, Manager/Supv., Employees, Accounting (which is selected), Reports, Reference, My Info, Help, and Admin. Below the navigation is a search bar with fields for Event, First Name, Last Name, Full SSN, Designation Type, Org ID, Accounting Status, and Population. To the right of the search bar is an 'Org ID Summary' table showing totals for affected, accounted, and unaccounted employees. The main area displays a grid of employee records with columns for Name, Added to Event (with a dropdown for reason), Org ID, Current Location, Displaced Location, Accounting Options (radio buttons for Transferred, On Leave, or Deployed/TDY/IA), Notes, and Last Accounted By. A red arrow points from the text 'The definitions for accounting status can be found.' to the 'Accounting Status Definitions' link in the top right corner of the page. Another red arrow points from the text 'You can view employee contact information by clicking on a name.' to a specific employee name in the list.

The list can be exported to an excel spreadsheet if required.

# Accounting for Employees: Completion

When complete,  
every  
employee  
should have  
an entry in

You can  
change a  
status later if  
it changes

The screenshot shows the FEPAAS (Fourth Estate Personnel Accountability and Assessment System) interface. The main title bar reads "FEPAAS / FOURTH ESTATE PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM DEFENSE LOGISTICS AGENCY (DLA)". The menu bar includes Home, Manager/Supv., Employees, Accounting (which is selected), Reports, Reference, My Info, Help, and Admin. The main content area is titled "Accounting for Fourth Estate Employees". It displays a grid of employee records with columns for Name, Added to Event (with a mouse-over reason dropdown), Org ID, Current Location, Accounted For At (radio buttons for Transferred, On Leave, or Deployed/TDY/IA), Other Accounting Options (dropdown for e.g. Deceased, Not Accounted For, etc.), Notes, and Last Accounted By. A red arrow points from the text "You can change a status later if it changes" to the "Accounted For At" column. Another red arrow points from the text "When complete, every employee should have an entry in" to the "Org ID Summary" section at the top right, which shows counts for Total Affected (23), # Accounted (15), and # Unaccounted (8). The bottom of the screen shows the Windows taskbar with various open applications like Microsoft Office and Internet Explorer.

All employees (if in the event population) in the organization should be reflected in these counts.

# Accounting: Can't Find an Employee in FEPAAS

If the employee works for DLA, you can enter the SSN and

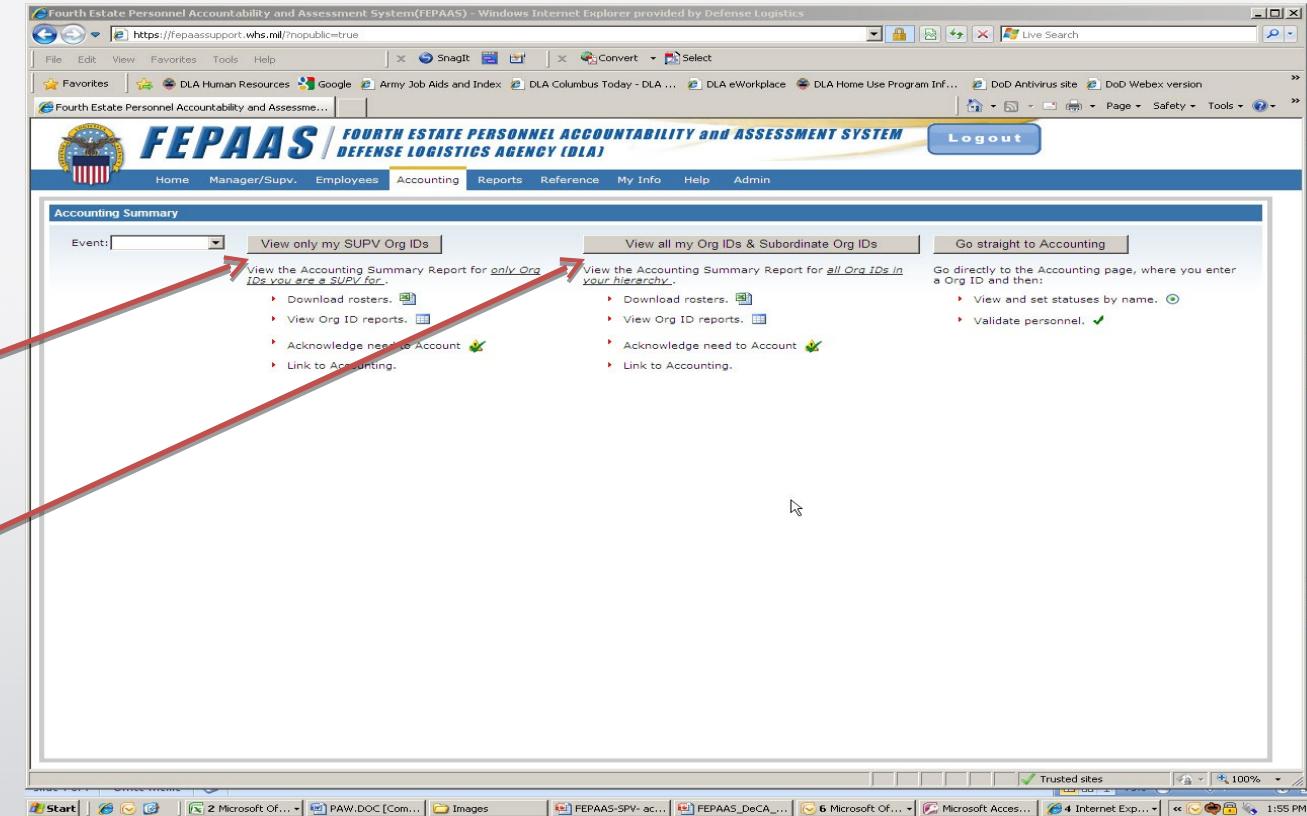
If the employee is new and can't be found by SSN, they can be added here. This should

The screenshot shows the FEPAAS (Fourth Estate Personnel Accountability and Assessment System) interface. The main title bar reads "FEPAAS / FOURTH ESTATE PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM DEFENSE LOGISTICS AGENCY (DLA)". The menu bar includes Home, Manager/Supv., Employees, Accounting, Reports, Reference, My Info, Help, and Admin. The Accounting tab is selected. The page title is "Accounting for Fourth Estate Employees". The search bar contains fields for Event (set to "DLA Test Event"), Last Name (starts with), First Name (starts with), Full SSN, Designation Type (Any), Org ID (J8H9DS), Accounting Status (Any), and Population (All). A red arrow points from the "First Name (starts with)" field to the "Add Employee" button. Below the search bar, it says "Total Records Shown: 23". The main table lists 23 records, each with columns for Name, Added to Event (with a mouse-over reason), Org ID (J8H9DS), Current Location (radio buttons for Clear, Occupied, Displaced), Accounted For At (radio buttons for Clear, Occupied, Displaced), Other Accounting Options (radio buttons for Transferred, On Leave, Deployed/TDY/IA), Notes (a link to a PDF file), and Last Accounted By (a link to a PDF file). A red arrow points from the "Accounted For At" column to the "Deployed/TDY/IA" option in the dropdown menu. At the bottom of the table, there are links for "Back to Accounting Summary" and "Export to Excel". The taskbar at the bottom shows various open applications like Microsoft Office, Internet Explorer, and Windows Explorer.

# View / Report Options: Options for monitoring Accounting Progress

This area will display employees in your organization. Good for first line supervisors.

This area will show all employees in all organizations within your security access.



For all options under the 'Accounting' tab, the system will only show employees included in the event population, so employees outside of the event will not appear.